

VIRGINIA DEPARTMENT OF TRANSPORTATION
TRAFFIC ENGINEERING DIVISION
INSTRUCTIONAL & INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Signs		NUMBER: IIM-TE-335.1
		SUPERSEDES: TE-335
SPECIFIC SUBJECT: Sign (CMS) Out of Service Sign		DATE: August 18, 2016
		SUNSET DATE: Upon Incorporation into the VA Supplement
DIRECTED TO: Regional Operations Directors Regional Transportation Operations Managers	APPROVAL: /original signed by/ Raymond J. Khoury, P.E. State Traffic Engineer Richmond, VA August 18, 2016	

Changes are shaded

~~Mr. Malcolm Kerley, on March 4, 2004, used an e-mail to officially adopt the Changeable Message Sign Usage Procedure. On June 8th, MM-329 was issued to assure that Mr. Kerley's announcement was seen and could be easily found by all.~~

~~The Changeable Message Sign Usage Procedure contains the following provision:~~

Inoperable Signs

~~VDOT staff will make every effort to keep CMS operational at all times. If any permanent CMS becomes inoperable, a portable CMS may be used until the permanent sign becomes operational.~~

~~If a permanent CMS is expected to remain inoperable for longer than fifteen (15) days, a static sign may be installed notifying motorists of the inoperable condition. This provision also relates to new CMS that are physically installed but not yet under VDOT control.~~

VDOT's Changeable Message Signs policies are governed by the latest effective revision to [IIM-OD-13-03](#), maintained by Operations Division.

That IIM notes, in part, that "If any permanent CMS becomes inoperable, a portable CMS may be used until the permanent sign becomes operational. If a permanent CMS is expected to

remain inoperable for longer than fifteen (15) days, a static sign may be installed notifying motorists of the inoperable condition. (See TE Memorandum 335)"

The static sign, if used, shall be fabricated in accordance with the attached design.

CC:

Mohammad Mirshahi, P.E. - Deputy Chief Engineer
District Engineers/Administrators
Dean Gustafson, P.E. – Operations Division Administrator
Dr. Jose Gomez, P.E. - VCTIR Director
Jessie Yung, P.E. - FHWA Virginia Division Acting Administrator
Vanloan Nguyen, P.E. – Traffic Engineering Division ADA for Traffic Control Devices



COLOR	Message and Border: Black (Non-Reflectorized)		
	Field: Fluorescent Orange (Reflectorized)		
SIZE		Sign A	Sign B
	Horizontal:	36"	48"
	Vertical:	18"	24"
MESSAGE	Line 1 Capitals:	4" C	6" C
	Line 2 Capitals:	4" C	6" C
MARGIN WIDTH		$\frac{3}{8}$ "	$\frac{1}{2}$ "
BORDER WIDTH		$\frac{5}{8}$ "	$\frac{3}{4}$ "
CORNER RADIUS		1½"	2"

Notes:

Vertical spacing between Line 1 and the border is 2½" for Sign A and 2¾" for Sign B.
Vertical spacing between Lines 1 and 2 is 3" for Sign A and 4" for Sign B.